

Technical Branch
Personnel Group
Technical Series

PERSONNEL TECHNICIAN I

1/94

Summary

Under general supervision, performs and oversees complex personnel administration work in assigned function; performs related duties as required.

Typical Duties

Reviews job applications for completeness; screens job applicants to determine eligibility; interviews prospective job applicants to evaluate education and experience; answers questions regarding disqualification, explains rights of appeal and prepares background material for Civil Service Commission (CSC) reviews.

Monitors examinations; scores and rates examination results, and determines eligibility for veterans, seniority and efficiency credits; assures proper preparation of job announcements; may administer typing and other exams; prepares eligible lists.

Following order of certification, schedules interviews to fill requisitions received and notifies eligibles of selection outcome; maintains eligible lists to indicate actions taken; in-processes new hires and request paperwork from current departments for promotional candidates; completes or assists employee in completing tax, insurance and other forms; prepares source documents for entry into automated management information system; verifies and submits for data entry personnel action forms completed by departmental payroll clerks; recruits temporary or provisional employees by calling from job interest cards or other sources.

Records employment and personal data on employee retirement applications; pension refunds or other forms; prepares and submits employee leave of absence requests to Personnel Director and Mayor; adjusts status dates for employees returning from extended leave of absence; researches employee records to gather information used to: complete pension forms, respond to open records requests or subpoenas, or other requests; assists in maintaining active employee records and insuring confidentiality of records in accordance with applicable statutes; works in conjunction with departmental records liaison in storing and retrieving inactive records in accordance with established standards.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and four years of clerical administrative experience including one year of paraprofessional experience in personnel recruitment, placement, test administration, computerized personnel information management systems, benefits enrollment, or closely related area; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of personnel policies and procedures; good knowledge of current office practices and procedures; some knowledge of automated data entry and retrieval systems; some knowledge of interviewing methods and techniques.

Ability to perform arithmetical calculation; ability to obtain pertinent information through oral interviews; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employee and the general public; ability to maintain records and prepare reports; ability to research and organize information pertaining to employee records, CSC Charter Provisions and Rules, Ordinances and Policies.

Skill in the operation and care of common office equipment.

Director of Personnel

Department Head